Referencing for COT publications: the referencing process

College of Occupational Therapists
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1. Introduction

This information has been written to guide authors who are preparing documents (such as books, briefings, journal articles etc) to hand over to the College for publication.

The College has produced 3 documents relating to referencing which can be read alone although it is recommended that they are used in conjunction with each other:

Referencing for COT publications: the referencing process (this document) guides authors through the process of referencing. It includes information about the importance of referencing and how and where to find information to complete references where only some of the details are known.

Referencing for COT publications: referencing style provides an explanation and examples of formatted references, illustrating how these should be presented at the end of COT documents and in the text (citations).

Referencing for COT publications: appendices provide more detailed information relating to the examples found in Referencing for COT publications: referencing style.

It is vital for both the integrity of your document and the reputation of the College to cite and reference your work in a way that is clear and understandable, and to accepted, uniform standards. It is recommended that you read through this document before progressing to Referencing for COT publications: referencing style. This document provides an overview of the referencing process, expanding on the advice found in the BJOT Guidelines for authors (COT 2003). The latest edition can be found on the College website http://www.cot.org.uk.

The COT Library & Information Service can offer advice about authors and latest editions. Advice can be given on bibliographical correctness, but not on content correctness of references. Where there is doubt, references will be referred back to authors for clarification.

It is the authors’ responsibility to ensure that references are complete and correct.

2. The referencing process

Record all your sources

It is vital that you keep a record of all the materials you have referred to in your text as you go along. This includes unpublished material such as manuscripts in press and internal documents. These can be recorded on index cards, a word-processed or hand written list, or using dedicated referencing software such as Endnote, Procite or Reference Manager.

NB: If using referencing software e.g. Endnote, Reference Manager, this will not format the references in BJOT (Harvard) style. You will need to amend punctuation etc. manually.

It is extremely important that you reference ‘as you go along’. Although it may appear time consuming and a brake on your creative flow to have to insert references as you are writing, this will, in fact, save you time later on and reduce the likelihood of mistakes. It is much more difficult and frustrating to try and trace and reference the documents used at the end of the writing process. All statements,
opinions, conclusions, recommendations etc. taken from any text should be acknowledged, whether quoted, paraphrased or summarised.

Wherever possible please add a reference, even if this is to minutes of a meeting, consultation documents or other unpublished material. Details of how to reference this material can be found in Referencing for COT publications: referencing style.

Failure to acknowledge sources used when writing a new document is plagiarism – i.e. intellectual theft.

3. Sources of information

If you record your references as you go along you will have a comprehensive list by the time you finish writing. If you need to check or complete any of your references, please use the sources below to search for the relevant information. If you are having trouble accessing any of the information that you need, please contact the COT Library & Information Service for assistance. A literature search service is also provided for COT staff and COT practitioner members, where the requested search is for practice but not study purposes.

3.1 Books including government publications, reports, and statutory instruments

When checking references the following resources may be of use:

COPAC
http://www.copac.ac.uk
This is a union catalogue of over 40 academic libraries. It includes many of the catalogues of universities offering occupational therapy courses.

British Library integrated catalogue
http://catalogue.bl.uk/F/?func=file&file_name=login-bl-list

COT catalogue

Department of Health publications
http://www.dh.gov.uk/PublicationsAndStatistics/fs/en

Department of Health publications catalogue
http://www.dh.gov.uk/PublicationsAndStatistics/Publicationslibrary/fs/en

UKOP – UK Official Publications from the Stationery Office
http://www.ukop.co.uk/info/index.html
Official catalogue of UK official publications since 1980

http://www.hmso.gov.uk/legis.htm
(With devolution it can be more problematical to find official publications for the Celtic nations. Try the appropriate government/official site.)
3.2 Journal articles

Journal articles are indexed on a variety of commercial databases such as CINAHL, AMED, PsycINFO, Embase, Medline. Access to these will be bought by universities and the NHS for use by their patrons. You will need to talk to your local library about access to them. All the major OT and OT related journals are indexed on CINAHL and/or AMED.

The COT Library & Information Service subscribes to a suite of databases and offers a literature search service. Full details are on the Library section of the College website at http://www.cot.org.uk. The Library also subscribes to two specialist OT databases: OTSearch, the catalogue and database of the American Occupational Therapy Association, and OTDBase, a database of OT journal literature in English. These are especially useful for pre-1990 material and the librarians at the COT Library & Information Service can search these resources for you.

3.3 Theses

Many occupational therapy theses are deposited at the COT Library & Information Service and can be found via the catalogue: http://www.cot.org.uk/members/library/catalogue/intro.php

The Library & Information Service subscribes to Index to theses. This is available onsite only; the COT Library & Information Service staff can search this for you. Index to theses is also available from most university libraries.

Most universities catalogue their PhDs and many are on COPAC: http://www.copac.ac.uk the union catalogue of over 40 academic libraries.

The British Library has a service to supply both UK and US theses: http://www.bl.uk/reshelp/atyourdesk/docsupply/collection/theses/index.html

3.4 ‘Grey literature’

“…That which is produced on all levels of government, academics, business and industry in print and electronic formats, but which is not controlled by commercial publishers i.e. where publishing is not the primary activity of the producing body” (GreyNet 2004)

This can be notoriously difficult to access and also to reference, however much of it is now available to download from the Internet. Frequently there is no title page, publisher’s information or date and this has to be gleaned from internal evidence within the document, for example: preface, introduction and conclusion. If you are having difficulties please talk to a member of the COT Library & Information Service staff.

The British Library has a good collection of grey literature http://www.bl.uk/reshelp/atyourdesk/docsupply/collection/reports/index.html

The Commercial database HMIC provides access to the catalogues of the King’s Fund and the Department of Health. The COT Library & Information Service staff can search this for you. The database is also accessible through computers at COT headquarters.
4. Accessing information

It is recommended that you join your local health, hospital, university or public library. Many resources are available free on the Internet. Others, especially the commercial databases, are only available via a health, hospital or university library. Your local hospital or university library can register you to use these resources and may issue you with an *Athens* password. You will then be able to access the resources you are entitled to from any computer with Internet access.

All NHS and university staff and many other healthcare staff will have access to electronic databases and electronic resources (often including e-journals and e-books). For further information please contact a member of the COT Library & Information Service staff.

5. Notes and guidelines

5.1 Identifying the author

It is essential that you record all the relevant information when you have the book in front of you as it may not be obvious who the authors are from the catalogue or database record. Also, if there are more than three authors, you may only find the first author detailed, followed by ‘et al’, in which case identify all authors by using the information sources detailed earlier in this document.

5.1.1 Corporate publications

It can sometimes be difficult to determine who is the author, especially with documents that originate with official bodies and organisations. If the publication is ‘giving the official line’ then the author is the body/organisation. This is especially true for guidelines and standards. If a personal author is prominent on the front cover and/or title page then it would be reasonable to assume that they are the author(s).

5.1.2 Government publications

These follow certain conventions:

- For parliamentary publications e.g. Acts, Statutory Instruments the author should be listed as: ‘Great Britain. Parliament’.
- White papers (these have a command number)
  The author is the department of the Secretary of State who is presenting the command paper to Parliament
- Authors of parliamentary committee publications should be shown as: ‘Great Britain. Parliament. House of Commons [or Lords]. name of Committee’.
- Other documents are nearly always authored by the relevant department.

5.1.3 Websites

Often there are no authors for web pages. Please see *Referencing for COT publications: referencing style*, section 2, table 2.1 and section 5.4 for information on citing and referencing these sources.

5.2 Editions

Always use the latest edition of a book or textbook and the latest legislation or statutory instrument to ensure the information you are using is the most up to date.
To use old and out-of-date material is to imply a lack of knowledge and attention to
detail. Evidence-based practice and clinical governance demand the use of the most
up-to-date information. Literature reviews, it is expected, may include older material
An older edition may also be included when an historical perspective and past
practices are being examined.

6. Secondary referencing

If you have been unable to access the original book/report you are referring to, you
may need to compromise by referring to the material as quoted/referred to in
another book.

For example, if you have read the book *Willard and Spackman’s occupational
therapy* by Elizabeth Crepeau, (2008) and she refers to another author, Ellen Cohn
and her ideas of ‘patient experiences in the waiting room of an occupational therapy
clinic’ (2001) and you want to include Cohn’s ideas, using the BJOT Harvard system
your citation must indicate that you have used a secondary source and not the
original work undertaken by Cohn.

Cite as:
(Cohn 2001, summarised by Crepeau 2008, p99.)

[Reference both works in the bibliography]

The book you are quoting from:

Lippincott Williams and Wilkins.

The source they are quoting from (taking the information from their bibliography):

Cohn ES (2001) From waiting to relating: patients’ experiences in the waiting from of
an occupational therapy clinic. *American Journal of Occupational Therapy, 55*(2),
168-175.

Please see Referencing for COT publications: referencing style for
examples of how to reference different types of publication e.g. journal
articles, chapters of a book or dissertations/theses

7. REFERENCES (for this document)

College of Occupational Therapists (2003) British Journal of Occupational Therapy:

College of Occupational Therapists (2003) *British Journal of Occupational Therapy:*
Accessed on 27.04.10.


8. BIBLIOGRAPHY (for this document)

Most of the resources listed below detail different styles of referencing (including differing uses of punctuation, spaces and italics) from the resources referenced above for COT publications.


9. OTHER RESOURCES

**College of Occupational Therapists Library & Information Service**
The COT Library & Information Service is always happy to advise on how references should be written, where to find references and any other matters relating to bibliographical recording of published and unpublished materials.

The COT Library & Information Service, 106–114 Borough High Street, London SE1 1LB Tel 020 7450 2316/2320; Fax 020 7450 2364; E-mail library@cot.co.uk; Website http://www.cot.org.uk